



## 2011 YOUTH EMPOWERMENT GRANTS PROGRAM AMERICAN CENTER U.S. EMBASSY COLOMBO

### APPLICATION FORM

#### Introduction:

The Proposal Form is divided into the following five sections: Eligibility Information, Project Contact Info, Project Profile, Project Details and Project Costs. All questions marked with an asterisk (\*) indicate that the information is *mandatory* and must be provided for the proposal to be approved. Please note that a number of questions have word count limits which will be strictly enforced.

Please e-mail your completed proposal to [AmCenterSL@state.gov](mailto:AmCenterSL@state.gov) by **August 15, 2011**. Proposals will only be accepted as a Microsoft Word Document, in English, via e-mail.

#### 1. ELIGIBILITY INFORMATION

##### FOR NGOS, COMMUNITY GROUPS AND ETC.

*Is the applicant organization or partner organization a registered, non-governmental, non-profit organization that works with and for youth?	Yes
	No
*Does the proposed project target young people (between 15-25 years old)?	Yes
	No
*Have you ever received a grant from the U.S. Embassy (including USAID) grant program for this project idea?	Yes
If yes, please name grant program: _____	No



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**2. PROJECT CONTACT INFORMATION**

<b>*Organization Name:</b>	
<b>*Type (Please Select):</b> Registered Non-Governmental Organization Registered Non-Governmental Youth Organization	
<b>* Name of primary contact person (Last, First):</b>	
<b>* Age of primary contact person:</b>	
<b>Affiliation with / Position at Organization:</b>	
<b>*Email Address:</b>	
<b>Organization Website:</b>	
<b>*Telephone:</b>	
<b>*Mobile Phone:</b>	
<b>Fax:</b>	
<b>*Address:</b>	
<b>*City/Town/Village:</b>	
<b>Postal Code:</b>	
<b>Country (Sri Lanka or Maldives)</b>	
<b>*Year &amp; Month Organization Established (if applicable):</b>	
<b>*Briefly Describe your Organization or Group (e.g. number of members, age structure), and its Mission (word limit 50):</b>	



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**3. PROJECT PROFILE**

<b>* Descriptive Title of Project Proposal:</b>	
<b>*Theme (Please Select):</b> I) Educational Development II) Environmental Issues III) Community development/ Civil Society Building/ Human Rights IV) Enrichment activities for youth such as Summer Camps, Debates, Competitions, IT Classes V) Health and Human Services VI) Employability among youth VII) Other, Please specify _____	
<b>Project Summary (limit 250 words)</b> The summary should briefly answer four main questions: What, How, Why and What will the Results be?  	
<b>*Place of Implementation:</b>	
<b>* Total amount needed to Implement the Project</b> (in rupees or rufiyaa):	
<b>*Project Duration Using Grant Funds</b> (in number of months):	



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**4. PROJECT DETAILS**

**\*Question 1. Objective:** What is/are the specific challenge(s) concerning youth that you are trying to address and describe/ explain the significance of the issue?  
(limit 100 words)

**\*Question 2. Idea:** What is your project idea and how does it address the challenge(s) facing youth described in Question # 1? (100 words)

**\*Question 3. Innovation:** How is your idea truly innovative or unique? Describe the extent to which it uses a novel concept, approach, technology. (150 words)

**\*Question 4. Implementation:** How will you implement your idea? Describe in detail the activities that you will undertake providing a timeline for all activities. (250 words)

**\*Question 5. Monitoring:** How are the project activities (described above) going to be monitored to verify that the implementation of the project is proceeding as planned? (150 words)

**Question 6. Evaluation:** What are project's expected measurable outcomes? How will you evaluate whether your project has achieved its impact? (150 words)

**\*Question 7. Sustainability and Partnerships:** How will you sustain your achievement when the project is completed? How does the project utilize the capacity and strengths of the implementing/beneficiary communities? Which groups are involved and how? Which parties were involved in the project design? (200 words)

**\*Question 8. Challenges:** Do you anticipate any challenges and how you will overcome them? (200 words)

**\*Question 9. Promoting Gender Equity and Targeting social inclusion:** Does your project target gender specific issues, or underserved communities? How does the project aim to improve the situation and address the needs of the society in general? (150 words)



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### 5. PROJECT COSTS

#### Instructions:

- a) UNITS ARE IN SL RUPEES OR RUFYAA (please indicate).
- b) Applicable taxes, if any, should be included as part of your budget.
- c) "Service Fees" only include possible consultant staff costs hired specifically for the project. Recurrent staff costs are not eligible.
- d) "Materials and Equipment", "Training", and "Travel" refer to any expenses in these categories needed to achieve *project* objectives.
- e) "Evaluation/ Information Dissemination" should include the costs of assessing the impact of the project and sharing that information with the development community.
- f) "General Administration/ Overhead" should not exceed 15% of Total Project Expenses.
- g) "Other" expenses must be explained.
- h) "Cost Sharing" refers to contributions other than the Youth Empowerment Grants Program. It includes in kind contributions such as volunteers time, donated venues, admin support and etc. "Counterpart contributions" by the involved organizations are encouraged and funds or in-kind, such as staff time, space etc, should be mentioned in the estimated value of contribution.
- i) Total Grant Funding requested from the Youth Empowerment Grants Program is to be calculated by subtracting "Other Donor Funding" and Counterpart Contributions" from the "Total Project Expenses". Your requested amount can not exceed the maximum award amount of one million rupees or 115,000 rufiyaa for registered NGOs.
- j) "Estimated Project Revenues" refers to any income-generated by the end of the project period.
- k) Every purchase and/or incurred expense must be validated with the proof of receipts.

ITEMS	EXPENSES	COST SHARING (Counterpart and in-kind contributions and other donor funding)	REQUESTED AMOUNT
1. Service Fees			
2. Materials and Equipment			
3. Training (if any)			
4. Travel (if any)			
5. External Evaluation			
6. General Administration/Overhead			
7. Other Expenses			
8. Counterpart Contributions			
TOTAL EXPENSES			
9. Cost Sharing			
Total Grant Funding Requested			
Estimated Project Revenues, if applicable			

#### Comments:

Please mention the name of other funding institutions along with the total project budget if you are applying to develop an existing project.



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